



**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 341 SW/XPI (TSgt Mark M.R. Doerr). This supplement implements and extends the guidance of *Air Force Instruction (AFI) 10-217, Resource Augmentation Duty (READY) Program, 1 April 1999*. This supplement describes 341st Space Wing's procedures and defines responsibilities for the administration of the READY Program at Malmstrom Air Force Base. These procedures apply to all 341st Space Wing personnel, and associate units on Malmstrom AFB. Maintain and dispose of records created, as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 9301; Air Force Manual 30-130, Base Level Military Personnel System and Air Force Manual 300-4, Standard Data Elements and Codes; and E.O. 9397 (SSN). System of records notice F036 AF PC Q, Personnel Data Systems (PDS), applies.

2.4.1. The READY Review Board (RRB) is chaired by the Chief, Wing Plans and Programs (341 SW/XP).

2.4.5.2. Voting board members are: 341 SPTG/CD, 341 LG/CD, 341 OG/CD, 341 MDG/CD.

2.4.5.3. Advisors to the board are: 341 MSS/CC, MPF representative, Manpower representative, group READY monitors or any other designated representatives the RRB chair deems appropriate.

2.4.5.5. (Added) The RRB will meet annually. Attendance at RRBs by board members, advisors, and group monitors is mandatory. Minutes of the meetings will be recorded, approved by 341 SW/CV, and provided to all RRB members, group monitors, and advisors.

2.4.10. (Added) Squadron Commanders. Squadron Commanders will appoint, in writing, a primary and an alternate unit READY monitor. Monitors will be appointed by both the unit that uses READY augmentees and the unit that provides READY augmentees. Provide the appointment letters to 341 MSS/DPM and RRB; and ensure READY augmentees are available for training as prescribed/tasked by RRB.

2.4.11. (Added) Unit READY Monitors. The using Unit READY Monitors will:

2.4.11.1. Function as the process owner and provide oversight of assigned READY function.

2.4.11.2. Coordinate READY augmentation needs and shortfalls with group READY monitors.

2.4.11.3. Provide a comprehensive training program, tracking and documentation of READY augmentee training. Provide the name, social security number, training completion dates of trained augmentees to the augmentees' unit commander support staff.

2.4.11.4. Provide necessary equipment for augmentees to perform READY duties.

2.4.11.5. Develop procedures for recalling and equitable scheduling of augmentees, ensuring there is maximum notice.

2.4.11.6. Notify 341 MSS/DPM, in writing within five duty days, when a change of Functional READY Monitors occurs.

2.4.11.7. Justify augmentee requirements with commander's approval to the RRB.

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Commander